

工作場所性騷擾防治措施、申訴及懲戒辦法

Workplace Sexual Harassment Prevention Measures, Complaints, Disciplinary

1. Navigator Talent Search Corporation. (hereinafter referred to as the Company) aims to provide a work and service environment free from sexual harassment for personnel (including employees, dispatched labor, job seekers, technical students, and interns). The Company adopts appropriate preventive, corrective, disciplinary, and handling measures to safeguard the rights and privacy of the individuals involved. This is in accordance with Article 13, Paragraph 1 of the Gender Equality in Employment Act, the “Guidelines for the Establishment of Measures for Complaints and Disciplinary Actions Against Workplace Sexual Harassment” promulgated by the Ministry of Labor, and the provisions of Article 7, Paragraphs 1 and 2 of the Sexual Harassment Prevention Act.
2. This regulation applies to personnel, job seekers, or service recipients who encounter sexual harassment incidents falling under the scope of the Gender Equality in Employment Act or the Sexual Harassment Prevention Act. However, it does not apply to cases covered by the Gender Equity Education Act.
3. The term “sexual harassment” in this regulation refers to situations where an individual has one of the following circumstances:
 - Under the Gender Equality in Employment Act: Any person (including employers, supervisors, employees, clients, etc.) makes sexual requests, uses language or behavior with sexual implications or gender discrimination during the performance of duties, creating a hostile, coercive, or offensive working environment that infringes upon or interferes with the dignity, personal freedom, or job performance of the individual.
 - Under the Sexual Harassment Prevention Act: Acts violating the will of others related to sex or gender, with either of the following circumstances:
 - Coercing or refusing the behavior as a condition for obtaining, losing, or diminishing rights related to work, education, training, services, programs, activities.
 - Displaying or broadcasting text, pictures, sounds, images, or other items in a manner that damages the dignity of others, or creates a situation that induces fear, hostility, offense, or improper influence on their work, education, training, services, programs, activities, or normal life.
4. The Company should prevent workplace sexual harassment, eliminate factors of hostility based on sex or gender originating within the workplace or service areas, and protect personnel, job seekers, and service recipients from the threat of sexual harassment. In case of sexual harassment or suspected incidents, the Company should promptly review and improve preventive measures. Additionally, for workers in workplaces not under the direct control of the employer, the employer should identify and provide necessary protective measures, informing them in advance.

5. The Company shall regularly conduct education and training to prevent workplace sexual harassment. During on-the-job training or workshops for employees, the Company shall reasonably plan courses related to gender equality and sexual harassment prevention. Relevant information can be found in the legal-related section on the company's official website
6. The Company shall establish a channel for sexual harassment complaints in the workplace and prominently disclose relevant information in the workplace. For further information, individuals may refer to the company's official website.

Company Website: [nts.com.tw](https://www.nts.com.tw)

Complaint Hotline: +886 2 23222346

Complaint Email or Electronic Mailbox: info@nts.com.tw

Persons in charge: HK or Sonia

Upon receipt, they will proceed with follow-up and handling.

In cases of sexual harassment by an employer subject to the Gender Equality in Employment Act, employees or job seekers may file complaints through the internal channels of the business unit or lodge complaints with the local competent authority.

7. Upon becoming aware of instances of sexual assault or harassment, the Company shall take immediate and effective corrective and remedial measures, regardless of whether a complaint has been filed. The Company shall pay attention to the following matters:
 1. Protecting the rights and privacy of the victim.
 2. Maintaining or improving the safety of the relevant premises.
 3. Implementing other preventive and improvement measures.
8. Complaints about sexual harassment may be submitted verbally or in writing. In the case of verbal complaints, the receiving personnel or unit shall record the complaint, read it to the complainant, or allow them to read it, confirm the accuracy of the content, and obtain the complainant's signature or seal.

The complaint should include the following details:

1. Name, gender, age, national identification number or passport number, affiliation, job title, address, and contact number of the complainant.
2. If there is a legal representative, their name, gender, age, national identification number or passport number, occupation, address, and contact number.
3. If there is an appointed agent, an attached power of attorney, including their name, gender, age, national identification number or passport number, occupation, address, and contact number.
4. Details of the complaint, including relevant evidence that can be obtained.
5. Date of the complaint.

For complaints under the Sexual Harassment Prevention Act, if the complaint form or record does not comply with the aforementioned requirements but can be corrected, the complainant should be notified to make corrections within 14 days.

The Company, in accordance with the Gender Equality in Employment Act, has the obligation to prevent, correct, and remedy workplace sexual harassment. The rejection of a complaint shall not adversely affect the Company's responsibilities under the law.

9. For complaints falling under the Sexual Harassment Prevention Act, if the complaint form or record is not corrected within the time limit specified in the preceding article, it shall not be accepted. Within 20 days of rejecting a sexual harassment complaint, the Company shall inform the parties in writing and submit a copy to the Social Affairs Bureau of the Taipei City Government.

If the same sexual harassment incident has already been investigated (including appeals) under the Gender Equality in Employment Act or the Sexual Harassment Prevention Act, and a response has been sent to the parties, a new complaint on the same grounds shall not be accepted.

10. Even if the alleged harasser is not an employee of the same unit, the Company, upon receiving a sexual harassment complaint as specified in Article 3, Paragraph 2, shall take appropriate emergency measures and, within 7 days, forward the complaint and relevant information to the Social Affairs Bureau of the Taipei City Government.
11. The Company shall establish a Sexual Harassment Complaint Handling Committee, composed of representatives from both labor and management, responsible for handling sexual harassment complaints. The committee shall have one chairperson, who serves as the meeting chair. In the absence of the chairperson, another committee member may be designated to act on their behalf. The committee shall consist of a certain number of members, with female representatives not less than half, and the representation of a single gender not less than one-third. Experts and scholars may be hired as committee members as needed.
12. If dispatched workers covered by the Gender Equality in Employment Act experience sexual harassment during their duties, the Company shall accept the complaint, jointly investigate with the dispatching agency, and notify the dispatching agency and the parties of the investigation results.
13. Before the Sexual Harassment Complaint Handling Committee makes a decision, the complainant or their authorized agent may withdraw the complaint in writing. A withdrawn complaint may not be filed again on the same grounds, except in cases where mediation has been established and the complaint is withdrawn.
14. The Sexual Harassment Complaint Handling Committee must have more than half of its members present to hold a meeting, and a decision can be made only with the agreement of more than half of the attending members.
15. Personnel involved in the handling, investigation, and decision-making of sexual harassment incidents shall keep the information about the complaint confidential. Violators will be terminated from participation by the chairperson, and the Company may take disciplinary action and pursue related responsibilities, and dismiss their appointment.
16. Personnel involved in the handling, investigation, and decision-making of sexual harassment incidents shall recuse themselves in the following situations:
 1. If they or their spouse, ex-spouse, blood relative within the fourth degree, or in-law within the third

degree is a party to the incident.

2. If they or their spouse, ex-spouse, has a relationship with the parties involved in the incident as co-right holders or co-obligees.

3. If they are currently or were previously the representative or assistant of the party involved in the incident.

4. If they were a witness or expert in the incident.

In the case of personnel involved in the handling, investigation, and decision-making of sexual harassment incidents, if there is a circumstance listed above or if there is concrete evidence suggesting a bias in the investigation, the parties involved may apply for recusal. The application should state the reasons and facts, be submitted to the Sexual Harassment Complaint Handling Committee, and include an appropriate explanation. The personnel being applied for recusal should provide an opinion if necessary.

If personnel being applied for recusal are awaiting approval from the Sexual Harassment Complaint Handling Committee for the recusal, they should suspend their investigation work. However, in urgent situations, necessary measures should still be taken.

Personnel involved in the handling, investigation, and decision-making of sexual harassment incidents who do not recuse themselves in situations defined in the first paragraph, and have not been applied for recusal by the parties involved, shall be ordered to recuse by the Sexual Harassment Complaint Handling Committee.

17. When investigating sexual harassment incidents, the Sexual Harassment Complaint Handling Committee of the Company shall adhere to the following investigation principles:

- Sexual harassment investigations shall be conducted in a non-public manner, protecting the privacy and personal interests of the parties involved.
- Investigations of sexual harassment incidents shall uphold the principles of objectivity, fairness, and professionalism, providing the parties involved with ample opportunities to present their opinions and defenses.
- If the victim's statement is clear, and there is no need for further questioning, repetition should be avoided.
- The investigation of sexual harassment incidents may notify the parties involved and relevant individuals to explain the situation in person, and may invite relevant experts or experienced
- In the handling of sexual harassment incidents, confrontation between the parties involved or witnesses should be avoided.
- For the necessity of the investigation, the investigators may create written documents within the scope of confidentiality and provide them to the parties involved for review or inform them of the essential points.
- All personnel involved in handling sexual harassment incidents should keep the name or other identifying information of the parties involved confidential, except when necessary for the investigation or based on considerations of public safety.
- During the investigation of sexual harassment incidents, based on the mental and physical conditions of the parties involved, proactive referral or provision of psychological counseling, medical assistance, and legal assistance is permissible.
- Persons participating in sexual harassment complaint, investigation, reconnaissance, or adjudication

procedures, including complainants, informants, whistleblowers, witnesses, or those providing assistance, should not be subjected to undue discrimination.

18. The Sexual Harassment Complaint Handling Committee should initiate an investigation within 7 days of receiving the complaint or transferring the complaint case, and conclude the investigation within 2 months. If necessary, an extension of 1 month is allowed, with notification to the parties involved.
19. The investigation results of the Sexual Harassment Complaint Handling Committee should be documented in a decision with reasons, and recommendations for disciplinary actions or other measures may be included. The investigation decision should be notified in writing to the parties involved and the Company (if it's a sexual harassment case specified in Article 3, Paragraph 2, it should also be sent to the Social Affairs Bureau of the Taipei City Government). The decision should specify the right to appeal and the remedies available under the following laws:
 - Gender Equality in Employment Act's appeal mechanism: Within 20 days after the delivery of the investigation decision to the parties involved, an appeal can be filed with the original Complaint Handling Committee. However, if the reasons for the appeal arise or are known later, the appeal period starts from the date of awareness.
 - Sexual Harassment Prevention Act's re-complaint mechanism: A re-complaint can be filed with the Social Affairs Bureau of the Taipei City Government within 30 days after receiving the investigation decision.
20. If sexual harassment behavior is confirmed after investigation, the Company may, depending on the severity, take actions such as reassignment, demotion, salary reduction, disciplinary measures, or other appropriate measures against the perpetrator according to relevant rules. If criminal liability is involved, the Company should assist the complainant in filing a complaint or accusation. If the sexual harassment behavior is proven to be false, the Company may, depending on the severity, take disciplinary or other appropriate measures against the complainant according to relevant rules.
21. The Company should adopt follow-up, assessment, and supervision to ensure the effective implementation of disciplinary or corrective measures and to prevent the recurrence of similar incidents or retaliatory actions.
22. The Company shall not terminate, transfer, or take other adverse actions against personnel under its jurisdiction for filing complaints under these regulations or assisting others in filing complaints.
23. These regulations, announced and implemented by Navigator Talent Search Corporation shall also apply to any future amendments.

